

S-E-C-R-E-T  
Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 60-1 (TR(G))

21 May 1952

SUBJECT: BRIEFING OF TRAINING LIAISON OFFICERS

1. POLICY

Briefings shall be conducted by TR(G) for each newly appointed Training Liaison Officer (T.L.O.) of the Agency in order to acquaint him with the Staff and Division Chiefs and to inform him of the plans and programs of TR(G).

2. RESPONSIBILITY

It shall be the responsibility of the Plans and Policy Staff to administer and coordinate within TR(G) the briefings of newly appointed Training Liaison Officers.

3. PROCEDURES (O/TR(G))

a. Briefings will normally be conducted on Thursday afternoons and Friday mornings.

b. The following schedule will be used as a guide:

1. Thursday Afternoon

1:30 Chief, Plans and Policy Staff  
2:00 Deputy Director of Training (General)  
2:30 Chief, Support Staff  
3:00 External Training Programs Staff  
3:30 Chief, Testing and Evaluation Division  
(Personnel Office)  
4:00 Chief, General Training Division

2. Friday Morning

9:15 Chief, Language Services Division  
10:30 Head, CIA Intelligence School

c. On Thursday afternoons the member of the Plans and Policy Staff conducting the T.L.O. tour will escort and introduce the T.L.O. to the named Officers at the stated times.

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This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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d. The member of the Plans and Policy Staff conducting the tour will make appointments for the T.L.O. to see the named Officers at the stated times on Friday morning.

e. Each T.L.O. will be informed that his briefings will require all of Thursday afternoon and Friday morning so that he will be prepared to spend the time necessary for proper briefings.

f. So far as possible, T.L.O.'s will be briefed in groups, so as to lessen the time TR(G) must spend in briefings.

g. TR(G) Officers concerned will be given timely advance notice by the Plans and Policy Staff of proposed briefings and they will hold open, as far as possible, the time slated for their briefing in order to minimize changes to the schedule.



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MATTHEW BAIRD  
Director of Training

Distribution: ALL O/TR PERSONNEL

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OTR

*Revised*

OFFICE OF TRAINING (G) REGULATION NO. 60-1

21 May 1952

SUBJECT: BRIEFING OF TRAINING LIAISON OFFICERS

### 1. POLICY

Briefings shall be conducted by TR(G) for each newly appointed Training Liaison Officer (T.L.O.) of the non-covert Offices of the Agency in order to acquaint him with the Staff and Division Chiefs and to inform him of the plans and programs of TR(G).

### 2. RESPONSIBILITY

It shall be the responsibility of the Plans and Policy Staff to administer and coordinate within TR(G) the briefings of newly appointed Training Liaison Officers.

### 3. PROCEDURES (O/TR(G))

a. Briefings will normally be conducted on Thursday afternoons and Friday mornings.

b. The following schedule will be used as a guide:

#### 1. Thursday Afternoon

1:30 Plans and Policy Staff (S/PP)  
2:00 Deputy Director of Training (General)  
2:30 Chief, Plans and Policy Staff  
3:00 External Training Programs Staff  
3:30 Chief, Testing and Evaluation Division  
4:00 Chief, General Training Division

#### 2. Friday Morning

9:15 Chief, Language Services Division  
10:30 Head, CIA Intelligence School

c. On Thursday afternoons the member of S/PP conducting the T.L.O. tour will escort and introduce the T.L.O. to the named Officers at the stated times. He will not remain during the briefing, but will return five minutes before the time is up to see the T.L.O. to his next appointment. If the Officer finishes with the T.L.O. before his allotted time is up, he will return the T.L.O. to the member of S/PP conducting the tour.

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*Revised*

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OFFICE OF TRAINING REGULATION NO. 60-1

d. The member of S/PP conducting the tour will make appointments for the T.L.O. to see the named Officers at the stated times on Friday morning.

e. Each T.L.O. will be informed that his briefings will require all of Thursday afternoon and Friday morning so that he will be prepared to spend the time necessary for proper briefings.

f. So far as possible, T.L.O.'s will be briefed in groups, so as to lessen the time TR(G) must spend in briefings.

g. TR(G) Officers concerned will be given timely advance notice by S/PP of proposed briefings and they will hold open, as far as possible, the time slated for their briefing in order to minimize changes to the schedule.

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Deputy Director of Training

Distribution: ALL TR(G) PERSONNEL